WILMINGTON UNIVERSITY
COLLEGE OF TECHNOLOGY
BASIC COURSE INFORMATION

COURSE TITLE: Personal Computer Operations I
COURSE NUMBER: BCS205

All courses are open to students from all colleges. Only where a course is preceded by an introduction course is there a need to observe a prerequisite. However, students might benefit from prior knowledge on some of the courses, and this is given as the content found in your course catalogue by course code.

I. MAJOR INSTRUCTIONAL GOALS:

A. Teach the fundamentals of personal computer operations and be at ease with the computer.
B. Ensure the College graduation competency for demonstrating skill in the use of information technologies is met.
C. Teach the purposes and uses of a Windows environment.
D. Develop a working familiarity with a word processor.
E. Provide working familiarity with a spreadsheet for planning, financial management, and information handling.
F. Provide a working introduction to PowerPoint and Blackboard.

II. CLASS PARTICIPATION:

Students are expected to attend class and participate actively and in a positive way. Questions and relevant observations are encouraged and enrich the experience of the entire class.

Computers in the classrooms are intended to be used as tools to enhance the students' learning experience. Instant messaging, gaming, emailing, and surfing the web are distractions to the student, the surrounding students, and the instructor and constitute inappropriate behavior. Students are ethically obliged to avoid these and similar practices.